RESOLUTION - ACTION REQUESTED 2017-555

MEETING: August 15, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve a Revised Public Works Director Job Classification and Salary Range

RECOMMENDATION AND JUSTIFICATION:
Approve a Director of Public Works and Transportation job classification, to be placed in the Executive Classification Category and be considered an "at will" classification, at an annual salary range of $118,000-$147,000 per year.

The action being requested today creates a new Job Classification of Director of Public Works and Transportation, formalizes the salary level, and deletes the Director of Public Works and Roads Commissioner allocations. Additionally, a separate Board action consisting of an ordinance amendment will update Chapters 2.36 and 12.04 of the County Code to reflect the consolidated office of the Director of Public Works and Transportation. Further direction by the Board will allow the merger to continue as part of the Fiscal Year 2017-18 Final Countywide Budget and Position allocation.

The Public Works Director and Roads Commissioner are currently separate positions within Mariposa County pursuant to the County's Code. This separation has been helpful at times, but lately, mostly challenging, as it required separate avenues to address overlapping administrative issues within the Public Works Department as the Road Commissioner does not report to the Public Works Director.

In consulting with the County’s Public Works Director, it became clear that the timing of the proposed change is appropriate and will result in needed cost savings to the Public Works Department. Doug Wilson is registered as a Civil Engineer in the State of California and has been serving the County as acting Road Commissioner since February 2015. Staff recommends Mr. Wilson continue serving as Road Commissioner, providing invaluable guidance and direction to Public Works staff. In addition, the Roads Commissioner is currently paid approximately $70,000 per year, and this cost savings will be absorbed into the Public Works Department budget, to assist the County in addressing on-going budget concerns. No immediate increase in the Public Works Director’s salary as a result of this consolidation is anticipated.

The merger of the two positions was thoughtfully considered with the intent to consolidate similar services to achieve greater efficiencies through streamlined work
flows and coordinated, consistent communication. Efficiencies anticipated from the consolidation include: increased collaboration and coordination between staff, better standardized administrative processes, and greater flexibility to integrate cross functional, inter-disciplinary practices across greater areas.

The incumbent's salary would not immediately change as a result of the proposed addition of a salary range to this classification, but it would be within the Board of Supervisor's perogative to increase this salary in the future.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The most recent Board of Supervisor approved change to the Public Works Director Job Description occurred in September, 2011.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The Board may choose to take no action on this item, and not consolidate the office of the Director of Public Works and Roads Commissioner.

ATTACHMENTS:
Director of Public Works and Transportation Job Description July 2017 (DOC)

CAO RECOMMENDATION
Requested Action Recommended

Dallin Kimble  
Dallin Kimble, County Administrative Officer  8/8/2017

RESULT:  ADOPTED AS AMENDED [UNANIMOUS]  
MOVER:  Rosemarie Smallcombe, District I Supervisor  
SECONDER:  Kevin Cann, District IV Supervisor  
AYES:  Smallcombe, Jones, Long, Cann, Menetrey
COUNTY of MARIPOSA
P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

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MERLIN JONES
KEVIN CANN
MILES MENETREY

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DISTRICT I
DISTRICT II
DISTRICT IV
DISTRICT V

MARIPOSA COUNTY BOARD OF SUPERVISORS
MINUTE ORDER

TO: STEVE JOHNSON, Human Resources – Risk Manager
FROM: RENÉ LaROCHE, Clerk of the Board

SUBJECT: Director of Public Works and Transportation Job Classification, to be Placed in the Executive Classification Category and be Considered an "At Will" Classification, at an Annual Salary of $118,000-$147,000

Resolution: 17-555

The following action was taken by the Mariposa County Board of Supervisors on August 15, 2017:


Approve a Director of Public Works and Transportation Job Classification, to be Placed in the Executive Classification Category and be Considered an "At Will" Classification, at an Annual Salary of $118,000-$147,000

Steve Johnson/Human Resources Director - Risk Manager gave the staff report. During public comment, Pete Judy/Chief Probation Officer discussed his work on the 2013 salary committee and noted their findings; and urged maintaining the salary hierarchy that was put in place. Board discussion ensued.

AMENDMENT: The salary range is removed, which leaves the salary of the Public Works Director unchanged.

RESULT: ADOPTED AS AMENDED [UNANIMOUS]

MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey
Director of Public Works and Transportation
(At-Will)

Definition
To plan, coordinate, direct and supervise the administration and operation of all of the divisions and functions of the Public Works Department; to oversee the programs and activities of multiple department divisions through subordinate managers; and to perform related duties and responsibilities as required.

Supervision Received and Exercised
Receives administrative direction from the Board of Supervisors. Appointed by and serves at the pleasure of the Board of Supervisors.

Exercises direction over subordinate deputy/assistant directors and division managers of the Public Works Department.

Examples of Essential Functions
Plans, organizes, administers and supervises all programs and activities of the Public Works Department and its divisions and special districts.

Develops, recommends, implements, and evaluates cost-effective and innovative department programs, policies, and procedures.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to department personnel.

Acts as the Executive Director for the Local Transportation Commission.

Confers with department staff, County staff and administrators, and the Board of Supervisors on operational and administrative problems, and helps to develop solutions.

Establishes, within County policy, appropriate staffing levels; allocates resources accordingly.

Prepares and administers department budgets; reviews and approves expenditures.

Selects, trains, supervises, motivates, and evaluates the performance of department personnel; provides for staff training; implements disciplinary and termination processes as necessary.

Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Oversees and ensures proper management of all major public works projects.

May review and approve engineering documents, including bid plans and specifications.
May perform professional engineering design and calculations.

Has responsibility for the development and administration of contracts related to department functions and operations; reviews and approves various contracts for construction, various services and consultation.

Administers the County’s road system; determines improvements needed and develops an effective and efficient road work program in conjunction with the Road Superintendent.

Coordinates department activities and services with other County and municipal departments and other agencies as appropriate.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding department policies, programs, and projects.

Keeps abreast of new developments and legislation affecting department operations and administration.

Prepares and submits reports on departmental programs and activities to the County Administrative Officer and Board of Supervisors.

Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested.

Performs general administrative work as required, including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, etc.

Attends training, meetings, workshops, conferences, etc., as necessary to enhance job knowledge and skills.

Performs related duties as assigned.

**EMPELOYMENT STANDARDS**

**Knowledge of:**

- Pertinent federal, state and local laws, regulations, codes and ordinances.
- County government organization, policies and procedures.
- Organizational and management practices as applied to the analysis and evaluation of public works programs, policies and operational needs.
- Principles and techniques of planning, implementing and financing public works projects.
Recent developments, current literature, and sources of information related to public works operations and administration.

Principles of management, supervision, training, and performance evaluation.

Budget preparation and administration practices.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data analysis and word processing.

English usage, spelling, grammar, and punctuation.

Advanced mathematics.

Safe work practices.

Public/community relations techniques.

**If a licensed engineer:**
Principles of civil engineering design and engineering mathematics.

**Ability to:**
Interpret, analyze, and apply pertinent federal, state, and local laws, rules, regulations, codes, and ordinances, and County policies and procedures.

Plan, organize, and direct the operations of a comprehensive public works department.

Select, train, plan, organize, and supervise the work of subordinate staff.

Schedule staff work assignments to ensure that required time lines and departmental goals and objectives are met.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and implement recommendations in support of goals.

Effectively lead the Local Transportation Commission.

Exercise initiative, ingenuity, and sound judgment in solving difficult administrative, professional, technical and personnel problems.

Prepare clear and concise administrative reports.
Prepare and administer budgets.

Perform mathematical computations quickly and with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Effectively resolve conflicts and difficult and sensitive issues.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

If a licensed engineer:
Supervise and perform professional engineering design and calculations.

TYPICAL WORKING CONDITIONS
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, grease/oil, odors. Worker is subject to unusual fatigue from irregular working hours.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, bend, crouch, and reach while performing office duties and/or field inspections; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.
MINIMUM QUALIFICATIONS

Experience:
Six years of administrative experience in public works, construction management or a closely related field, including at least two years in a management position at a level equivalent to a Deputy/Assistant Director of Public Works in Mariposa County.

Education:
Graduation from an accredited college or university with a Bachelor’s degree in civil engineering, public administration, or closely related fields.

Additional Requirements:
Possession of a valid California driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another state if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

Registration as a Professional Civil Engineer in California is highly desirable.

*Must pass a pre-employment physical and thorough background check.*

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.